

**OFFICE OF THE ADJUTANT GENERAL  
Virginia National Guard  
Building 316, Ft Pickett  
Blackstone, VA 23824-6316**

.....  
**NATIONWIDE AIR AGR VACANCY ANNOUNCEMENT**  
.....

**VIRGINIA AIR NATIONAL GUARD MILITARY TOUR NOTICE – ACTIVE GUARD/RESERVE (AGR)** 06-19, 3 August 2006

**POSITION TITLE AND UNIT:** Contract Specialist, 192<sup>nd</sup> FW, Sandston, Virginia

**GRADE:** SrA/E4 - MSgt/E7

**TOUR LENGTH:** 1-6 Years

**PROJECTED DATE OF ENTRY:** To be determined

**DUTY STATION:** 192<sup>nd</sup> FW, Sandston, Virginia - **(THIS POSITION IS SUBJECT TO RELOCATION TO LANGLEY AFB)**

**COMPATIBLE MILITARY ASSIGNMENT:** AFSC 6C051

**PROGRAM/CONVERSION REFERENCE:** PD#80276

**ELIGIBILITY OF FEMALES:** Yes

**OPENING DATE:** 3 August 2006

**CLOSING DATE:** 1 September 2006

**ACTIVE GUARD/RESERVE ELIGIBILITY REQUIREMENTS:**

1. Individuals must meet the basic eligibility criteria as stated in ANGI 36-101, Chapter 2. Member must possess outstanding appearance, military bearing, and conduct with no history of disciplinary action. Must possess an awarded skill level in the compatible AFSC commensurate with their rank. Must hold the following level in the designated AFSC: 6C051.
2. Applicant's military grade cannot exceed the maximum grade authorized on the SPMD for the position and ANG Grade Compatibility Table.
3. Must be a member of the VaANG or eligible for membership in the VaANG and have sufficient time on enlistment contract to cover length of tour.
4. Applicants for the AGR program should be able to complete 20 years of active federal service prior to reaching mandatory separation date (i.e. age 60). Personnel may be placed in AGR status for occasional, one-time tours, or for a probationary period established by the Adjutant General, not to exceed 6 years. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation must complete a Statement of Understanding (if recommended for the position), necessary in requesting a waiver of this requirement by the Adjutant General or Air National Guard.

## **MINIMUM QUALIFICATIONS REQUIREMENTS:**

Have received a baccalaureate degree from an accredited institution authorized to grant baccalaureate degrees.

AND

Have completed at least 24 semester credit hours (or the equivalent) of study from an accredited institution of higher education in any of the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.

**\*\*NOTE\*\*** Applicants will be required to submit a copy of their college transcripts with their application in order to be considered.

**Exception: Personnel in the Department of Defense (DoD) who occupied GS-1102 series positions or similar military contracting officer positions on or before 30 September 2000 are excluded from this requirement.**

## **OTHER REQUIREMENTS:**

**SPECIALIZED EXPERIENCE:** Minimum 12 months experience demonstrating: Knowledge of different types of contracting methods, contracting types, and contracting principles & procedures applicable to the full range of pre-award or post award or price/cost analysis. Knowledge of contracting regulations, procedures and policies. Knowledge of price and cost analysis sufficient to evaluate cost and/or cost proposals when historical data and precedence are available and applicable for standard, commercial or specialized items. Knowledge of business and industry practices and market conditions including commercial market sources or other competitive sources to obtain adequate competitive prices. Skill in interpreting and explaining a variety of procurement procedures and technical requirements, coordinating plans and programs with a variety of related duties.

## **ADDITIONAL REQUIREMENTS:**

1. Except for mobilization or other emergency, member accepted for tour will not be subject to permanent change of duty location without his/her consent. Retention in the program will be subject to continued satisfactory performance as determined by the supervisor and/or commander.
2. Existing ANG promotion policies and grade ceilings established by ANGI 36-101 apply.
3. At the option of supervisor/nominating official, applicants are subject to personal interview upon notification of time and place. Necessary travel is at applicant's expense.

**DESCRIPTION OF DUTIES:** This position is located in an Air National Guard (ANG) Base Contracting Office. The incumbent is responsible for numerous contracting transactions such as assisting and participating in contract negotiation for supply and services acquisition, and construction to include facility modification, rehabilitation, new construction, and facility maintenance. Assist with pre-award, post-award, and contract closeout functions for a variety of supply, services, and construction contracts within the Air National Guard (ANG). Assists in the development of, or initiates acquisition or contracting plan for projects. Recommends the appropriate contract type and applicable special provisions as they apply to the particular project. Prepares Commerce Business Daily (CBD) synopsis, selects provisions of the solicitation applicable to the particular procurement and prepares the Invitation for Bid (IFB) or Request for Proposal (RFP) for procurements. This includes preparation of solicitation provisions, proposals documents, contract clauses, and plans and specifications. Compiles Bidders Mailing List and issues the solicitation and subsequent amendment(s), if applicable. Ensures that prospective contractor site visits and prebid conferences are conducted where appropriate. At the public bid opening, may draft Abstract of Bids and serve as Bid Opening Officer. Determines the responsiveness of all bids and prepares Bid Opening Report for distribution to the organization

requirements office. Conducts pre-award survey of apparent low bidder with emphasis on financial resources, stability, past performance and capacity. Prepares and distributes award package consisting of signed and approved contracts and labor and authority letters. Coordinates or conducts the pre-construction/performance conference; acts as recorder and prepares the minutes. Prepares Notice to Proceed (NTP). Receives and reviews contractor's performance and payment bonds and obtains bond legal review and acceptance. Evaluates contractor's Certificate of Insurance. Drafts Individual Procurement Action Report and award synopsis for Commerce Business Daily publication. Maintains contract files. Enforces compliance with contractual requirements and monitors contract progress in relation to an established schedule in order to recommend and approve an appropriate established schedule and to recommend and approve appropriate progress payments to contractors. Recommends the issuance of suspension of work or stop work orders, as necessary and negotiates equitable settlements for claims between the government and the contractor. Coordinates contract completion/closeout including punch-list development and resolution, submission and acceptance of warranties, final inspection and acceptance, as built drawings, release of claims, final payment and construction and evaluation. May be required to perform Procurement Desktop Defense (PD2) Administrator duties. Performs other related duties as required.

**APPLICATION PROCEDURES AND REQUIRED DOCUMENTATION:** Interested members may apply by submitting a completed NGB Form 34-1 direct to: OFFICE OF THE ADJUTANT GENERAL, VIRGINIA NATIONAL GUARD, ATTN: JFHQ-VAHR-M, PRN: 210, BUILDING 316, FT PICKETT, BLACKSTONE, VIRGINIA 23824-6316. NGB Form 34-1 can be obtained from the Base Personnel Office (Military Personnel Flight). **No faxed applications will be accepted.**

**THE FOLLOWING DOCUMENTATION MUST ACCOMPANY EACH APPLICATION:**

**In-State:** NGB Form 34-1 and RIP

**EEO POLICY STATEMENT:** Consideration for this position will be without regard to sex, age, handicap (except where required by military regulations), race, color, national origin, religion, lawful political affiliation or membership/non-membership in an employee organization.

Additional information: Contact VAHR-M at commercial (434) 298-6382 or DSN: 438-6382 or MSgt James Cunningham, (804) 236-6355 or DSN: 864-6355.

This announcement will be posted on official bulletin boards throughout the area of consideration through the closing date.

All applications must be received in the Human Resource Office before the close of business by the closing date specified on the announcement. Applications received after the closing date will not be considered.

FOR THE ADJUTANT GENERAL

///signed///  
DAVID A. ARCHER  
COL, AD, VaARNG  
Human Resource Officer